

GUIDELINES FOR MASTERY ASSESSMENTS

Math 121: Calculus I

Dr. Helmstutler

This list of guidelines may change and evolve as the semester continues. Suggestions for amendments to these rules are welcome and open for class discussion.

- Mastery assessments of learning targets are taken without any notes or machinery, unless the directions for a particular assignment state otherwise.
- On any single assessment, you should only attempt problems on targets for which you have yet to earn mastery.
- A grade of P* does **not** earn mastery on a topic. This is merely an invitation to attempt to earn mastery on the topic by correcting a small mistake. Each grade of P* allows for **only one** opportunity to convert to mastery (M). (However, see the note about tokens below.)
- Once assessments have been graded, a Canvas announcement will give the deadline for the opportunity to convert any P* grades. The deadline will typically be 2–3 business days from the time papers are returned to the class. You may come to office hours without an appointment, or you may make a special appointment for your conversion opportunity.
- To convert a grade of P* into full mastery (M), you must have an office meeting with me to discuss the problem and fix the error. I will likely ask you to walk me through the solution of a similar (yet different) problem on the board. However I choose to assess your understanding, if successful your grade of P* will be converted to an M and the gradebook will be updated. If not successful, you will have to attempt the problem again on a future assessment (essentially the P* converts to a P).
- You must bring the original assignment with the P* grade to the office meeting.
- If you do not convert your grade of P* to full mastery in the office visit, you may choose to redeem one token for a second opportunity. You may not use yet another token to get a third opportunity to convert.
- If you wish to use a token for this purpose, I must be informed of this via email **no later than 24 hours** after your initial conversion attempt.
- If intervening office hours must be moved or cancelled, an extension will be announced for the conversion deadline. Extensions may also be made for illness and university commitments (e.g., athletics) with prior approval.